

# TOWN OF CORTE MADERA

## Advance Deposit Hardship Waiver Request

Request must be returned by mail or in person within 30 days of the Date the Citation was issued, to the Town Clerk's Office, 300 Tamalpais Drive, Corte Madera, CA 94925

Name: \_\_\_\_\_ Citation No: \_\_\_\_\_ Citation Issue Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Please explain why you are financially unable to make an advance deposit of the entire fine amount.  
Note: Applicant can add additional pages if necessary.

---

---

---

---

2. Please attach any documents, materials, or information you would like us to consider in support of this application. Examples of acceptable documents include: Federal Tax Return, IRS Form 1722 – Verification of Non-filing, Verification of Social Security or Supplemental Security Income Benefits, Notice of Action – General Assistance or Temporary Aid for Needy Families, or Notice of Unemployment Award.

**I declare under the penalty of perjury that I have read and understood the statements made in this Request for Advance Deposit Hardship Waiver and in the attached documents, and that the information they contain is true and correct to the best of my knowledge.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE:** If the hardship waiver request is denied, you must deposit the fine amount within ten (10) days of the denial decision or thirty (30) days following the date of the Administrative Citation, whichever is later. If the hardship waiver is granted and you fail to appear at the Administrative Hearing or otherwise withdraw your challenge to the Citation, the original fine amount shall be due and payable within 15 days following the date that had been set for the Administrative Hearing. If the hardship waiver is granted and the Citation and/or fine amount are upheld at the Hearing, the hearing officer's or Board's decision shall set forth the payment schedule for the fine.

For Town Use Only:

Received \_\_\_\_\_ Postmark Date \_\_\_\_\_ Referred to \_\_\_\_\_

☐ Hardship Waiver  
Approved:

Reviewed By: \_\_\_\_\_

☐ Hardship Waiver  
Denied:

Reviewer's Signature: \_\_\_\_\_